

**MINUTES**  
**Recreation Commission**  
**City of Willoughby Hills**  
November 6, 2019

CALL TO ORDER: 7:02 PM

PRESENT: Chairman Sandy Grubiss, Jim Walsh, Lynn Hallum, Dee Germano, Jeanne Kaston, Joe Jarmuskiewicz, Vicki Miller and Marcie Levine and Councilman Hallum (at 7:11pm).

ALSO PRESENT: Katherine Lloyd, Clerk *pro tem*.

**DISPOSITION of the MINUTES OF October 2, 2019**

**MOTION:** Jim Walsh moved to accept the Minutes from the Recreation Commission Meeting of October 2, 2019 as presented.  
Seconded by Joe Jarmuskiewicz  
Voice Vote: 8 Ayes. **Motion passes: 5/0.**

**CORRESPONDENCE**

- Email dated 10/24/19 to News-Herald and to Communications RE: 10/29/19 Recreation Sub-Commission Meeting at 6:00 PM in the Historical Room to recap the Fall Craft Show and Halloween Party.
- Emails dated 10/25/19 to News-Herald and to Communications RE: 11/4/19 Recreation Sub-Commission Meeting from 6:00 PM – 7:00 PM in the Senior Room for Winter Fest Planning.
- Email dated 10/25/19 to News-Herald and to Communications RE: 11/6/19 Recreation Commission Meeting.
- Email dated 10/29/19 to News-Herald and to Communications RE: 11/18/19 Recreation Sub-Commission Meeting from 6:00 PM – 7:30 PM in the Schaefer Room for the Eggstravaganza Planning meeting followed by the Breakfast with Santa Planning meeting
- Emails dated 10/25/19, 11/4/19 & 11/6/19 to Finance RE: October 460 Rpt.
- Correspondence Sheet for 11/6/19 meeting.

**COUNCIL REPRESENTATIVE'S REPORT (Hallum)**

No Report.

**RECREATION COORDINATOR'S REPORT - Recreation Coordinator position is still vacant**

- Staffing Updates: (Sandy Grubiss)
  - Jasmine Grant is in training. She is the Clerk Stenographer assigned to the Recreation Department.
  - Currently we do not have a Recreation Coordinator. We still need a part-time Recreation Coordinator.
- Willoughby Hills Events Page on Facebook: 'Likes' have increased to 669 from 635. We have 688 'Followers' up from 652. Please continue to 'Like', 'Comment' and 'Share' Facebook posts.

**YOUTH SPORTS** - Update by Joe Jarmuskiewicz and Lynn Hallum.

- Willoughby Hills Baseball Registration- meeting planned next week. We typically send our registration January 1<sup>st</sup>. Registration starts mid-January.
- Willoughby Softball Baseball- sent its registration out already. There are some people from Willoughby who play in Willoughby Hills.

**Event Reports**

- **Fall Craft Show (Saturday, October 12th from 9 am to 3 pm)**
  - Sub-Committee Meeting for the Fall Craft Show held 10/29/19. Recap included with event report. Vicki, Marcie and Sandy met. Quality of the crafts was great! Event was successful overall.
  - Fall Craft Show – Saturday, 10/12/19 – Report by Vicki and Marcie + Sandy
    - Vendors-
      - 65 of them were registered. 2 were ‘no show’. 3 cancelled prior to the event. 2 of the cancellations were reported later by the Rec Coordinator’s email
      - Positive Response from Vendors. There was still some concern about attendees getting in and down to the basement. There is a lower rate for downstairs.
      - Traffic Flow to vendors downstairs- some areas have a lot of people. There is a lot of looking and not buying. We are working on incentives and ideas. One consideration of a map & game. Future discussion of traffic flow is planned.
    - Volunteers- 22 individuals signed in. Those included Recreation Commission and families, Key Club, friends and 2 others.
    - Door Count about 550 people came. The number of people in the door was up 36% this year.
    - Vicki and Marcie did a wonderful job being the event point people. There was so little stress for Sandy. Everyone is proud of how well they did, especially after a year off from Craft Fair in 2018. Thank you so much for everything you did.
    - Facebook and Flyers- done by Sandy were a big help getting people to the event. Thank you, Sandy.
    - Food Concessions- done by the Lions
- **Halloween Party (Friday, October 18<sup>th</sup> from 6-8:30 pm)**
  - Sub-Committee Meeting for Halloween Party (10/29/19) – Joe and Sandy were co-point people. Kids really enjoyed the Bounce House. Event had a budget of \$1500, plus the NOPEC Grant of \$1500.
    - \$ 1500.00      BUDGET for Event
    - - \$ 300.00      Billie Jay, the DJ was amazing! Best \$300 spent!
    - - \$ 950.03      Expenses
    - \$ 249.97      Budget Balance from 10/18/19 Event
    - - \$ 200.16      Funds used from Budget Balance to purchase Halloween prizes and gifts for 2020 at the 50-90% off sales. They are packed away for next year. 2020 will still need to purchase ‘disposables’.
    - \$ 49.81 Final Balance from the \$1500 Budget.
    - \$ 1500.00      NOPEC GRANT Budget – BIG THANK YOU to NOPEC!!
    - \$ 950.03      Expenses – candy, apple juice, paper products, decorations, gift cards, pizza & donuts from Giant Eagle (thank you, Jeanne), labels, water
    - \_\_\_\_\_      Grant money used to purchase the Bounce House, two games, two Halloween inflatable decorations and prizes.
    - Budget Numbers are not Final
  - Halloween Party - Friday, October 18<sup>th</sup> – Report by Sandy & Joe.
    - Income: We had no income. This event is about giving back to our Community and surrounding areas. It promotes good will. It brings people to the community and to businesses.
    - Donations- other communities besides ours reach out to us and make donations. There is a sense of community.

- Best Staff of Volunteers!
  - Thank you to Dee Germano and her son and his girlfriend who helped Mark with the Bounce House.
  - Special thank you to the Mayor and the Service Department for running the Hay Ride.
  - Thank you to Jeff Fruscella for his loan of two holes of his Mini-Golf and many decorations.
  - Everyone from the Recreation Commission helped out. We are proud of all of you.
  - Mike Kline, Gloria Majeski, Frank Germano (father), Frank Germano (son) and his girlfriend, Mark Grubiss, Frank and Mary Cihula, Tanya Taylor Draper, Andy Gardner, Nancy & Dale Fellows and Philomena
  - Key Club – They were an excellent group of young adults to work with.
- Party Recap
  - There were a few new games + Selfie Station, contests, candy, prizes.
  - We had coffee, pizza, donuts and juice. Prizes of \$10 Chick-A-Fila, Dunkin' Donut and Dairy Queen gift cards
  - New this year was the DJ Billy Jay, the Bounce House and pizza.
  - Pizza did not go over well. Pizza could be mixed next year or offer something else not so sweet.
  - No Pie Eating Contest or Face Painting. No one seemed to miss it.
  - People were all so appreciative. They complimented our "Staff" and were amazed that everyone was a volunteer.
  - Contests held:
    - Candy Count won by Irene Stoneking.
    - Coloring Contest
      - 4 and under won by Gianni Iacovetta.
      - 5 to 6 won by Bryson \_\_\_\_\_
      - 7 to 9 won by Lila Myers
      - 10-12 won by Julia Malatesta
    - Costume Contest
      - Cutest- Madeline Gregg (bat)
      - Scariest- Brooklyn Persons (witch)
      - Funniest – Odessa Snyder (sock monkey)
      - Most Original – the Issom family (Rainbow)
    - We had mystery judges walking around judging the Costume Contest.
  - Attendance was up 17% of the people who actually signed in. Many other residents also attended. In 2019, there were 219 plus 205 adults. Including the volunteers, there were well over 500 people. In 2017, there were 214, not counting the adults.
  - Advertising – People saw the sign and searched Facebook for the Halloween event.
    - We also cross promote by advertising other events at each of our events and activities. That raises attendance at our paid events. It is about being a good neighbor.
    - Email addresses were collected to continue promoting events by 'Mail Chimp'. It is reviewed by the Mayor's office before being sent out. People on the list do have the option to 'unsubscribe'.
- Things to consider for next year:
  - Pizza- as discussed, reduce amount or eliminate from menu.
  - Pre-Registration - we could use "Event Brite". Eventually, it would be great to have a website through the City which includes registration through the website.
  - Straw from the Hayride gets tracked in every year. It gets caught in their costumes. Getting it out of the carpeting is very difficult. Thank you to those who vacuumed. Possible 'clean room' precautions discussed.
  - Coloring Contest – locate away from the food. Downstairs?

## **Upcoming Events**

### **Winter Fest (WHFD) - Sunday, 12/8/19 from 5-7:00 PM**

- **Sub-Commission Meeting** for Winter Fest was held on Monday, 11/4/19. Attendees were Sandy Grubiss, Jeanne Kaston, Joe Jarmuskewicz, Marcie Levine, Nancy Fellows, Vicki Miller, Rob Gandy, Jim Walsh and Lynn Hallum.
- **Update on plans** for Winter Fest
  - Volunteers are needed. Set will start at 3:00 PM.
    - The levy did not pass. Key Club will not be sending volunteers. Sandy will reach out to those Key Club members whose email address she has to ask if they will continue to help.
    - She asked the whole Rec Commission to help.
  - Donations Table will be in same place as last year.
    - Donations will be organized by "Toys for Tots"
    - Table volunteers will be Marcie and her husband and Dee Germano.
  - D.J. Announcer will be located in same place as last year up by the front overhead doors.
    - Ray Somich will loan his equipment for the DJ.
    - Dee's husband, Frank will be the Announcer.
  - Entertainment/Music
    - The Willoughby Hills Wind Symphony Band – may not be able to attend.
    - Alternate? - Chris Hallum will contact Anthony with the St. Noel's Choir.
      - He also suggested a demonstration by his daughter's Dance Team
  - Raffle for Toy Drive – for each toy someone donates, they will receive raffle ticket.
    - Winners will be announced through the night.
    - Because of the acoustics, the ticket numbers of the winners will be posted on a huge dry erase board.
  - Donations from Local Businesses- Nancy Fellow will collect the donations.
    - So far, Sandy has heard from a couple of the businesses.
      - Impact Nutrition will donate four \$10.00 gift certificates and will have a bin in the store for toy donations.
      - The Captains will donate a 4-pack of tickets for the Spring.
      - Donors and Businesses will be recognized on Facebook, directing people to their business website. They will also go on our 'Nice' list with their addresses.
  - Bounce House will be provided by the Fire Department
  - Mini Golf will loaned by Jeff Fruscella
  - Supplies needed
    - 5 cases of small bottles of water.
    - Coffee Pot and 1 large canister of Coffee.
    - Have Napkins but may need Plates
    - 5 large trays of Chocolate Cookies
    - Candy Canes for Santa to hand out.
    - Tickets- may have left over.
    - 8 pizzas – La Vera has donated in the past.
    - 50-60 chairs – borrow from Fire Department
  - Coloring Contest – sheet with snowflake with a letter to Santa on the reverse side.
    - Coloring sheet / Letter prepared by Sandy and attached for download from Facebook. Whenever the Facebook page is updated, everyone who has indicated they are going or are interested will get a notification.
    - Kids will turn in for the contest judging. Pictures can be displayed for the Breakfast with Santa.
    - There will be Age Brackets like Easter and the Eggstravaganza.
    - Four of the donated items will be

- used for the contest prize.
- Snow Flake chains would be too time-consuming to make during this event.
- **Winter Fest Schedule**
  - Set Up at 3:00 PM
  - Program
    - 5:15 - 5:30 PM Presentation to the Horowitzs from the Baseball League  
Then, Fire Chief plans to dim the lights to signal Lighting Ceremony
    - 5:15 – 5:30 PM Lighting of Christmas Card Lane
    - 5:30 Band will play 1st set
    - 6:15 Band will do a 2<sup>nd</sup> set.
  - Point People
    - Santa provided by the Fire Department
    - Sparky the Dalmatian Jim Walsh
    - Jeanne Coffee station with Frank & Mary Cihula
    - Lynn & Chris Hallum Coloring Contest – located away from the food on separate walls.
    - Marcie Donations
    - Jeanne Food
    - Vicki Prize Raffle
    - Dee Donation Table
    - Joe 'Floater' and Mini Golf
    - Sandy Posting on Facebook and Craig's List, continue 'cross promotions'

### **Christmas Card Lane**

Lighting of Christmas Card Lane on 12/8/19 between 5:15 and 5:30 PM

### **Breakfast with Santa / Santa Shop (Saturday, 12/14/19) from 8:30 am to 12:00 Noon – update**

- Update information from Sandy
  - Santa Shop prizes are purchased
  - Sandy spoke to Gloria today about supplies
  - Film for the camera – each breakfast comes with a picture with Santa.
  - If you know anyone with children, please direct them to the Facebook Event Page.
    - Tickets are on sale now. Please call in.
    - Cost is \$4 for children and \$6 for adults
  - Scrambled Eggs will be available with Pancakes.
- Recreation Sub-Commission Planning Meeting for Breakfast with Santa is scheduled for
- 11/18/19 from 7:00 -7:30 PM in the Schaefer Room. All are welcome. Further discussion then.

### **List of Future Meetings** – send to Commission by Sandy

### **2020 Events**

- Eggstravaganza at Calvary Assembly of God – Saturday, April 4, 2020, 10am – 12pm,
  - Recreation Sub-Commission Planning Meeting for Eggstravaganza is scheduled for 11/18/19 from 6:00 -7:30 PM in the Schaefer Room.
  - Gary will be there from Calvary Church.
- Art Gallery Reception (Quilt Exhibit) – is scheduled for Friday, September 4, 2020, 7-9 pm. Not on September 6<sup>th</sup> as listed.

**COMMUNITY CENTER AND RENTAL REPORTS & COMMUNITY CENTER USAGE REPORTS for October 2019:**

- Room Rentals are at \$58,895.00. No Refunds are shown. Forfeited Security Deposits were \$925.00. The Library lease was \$42,134.89. Total Revenue was \$101,954.89.
- Goal for 2020 is to get the Community Center rented out more.
- Advertising Budget for the Community Center Rooms – would facilitate a variety of advertising venues to put ourselves ‘out there’ so people know that we have something for rent. Mr. Hallum was asked to bring the subject to Council.

**460 FUND REPORTS for October 2019:**

- This is still a draft report. It was emailed to Commission members.
- Beginning Balance is \$23,185.87 which includes \$16,770.75 of the Nature Work grant, \$251.38 bank interest received, \$1,500.00 NOPEC grant and \$1,263.94 Pancake Breakfast profit. Those total \$19,786 YTD Received.
- YTD Expenditures totaled \$1,525.80.
  - The \$1,299.99 Bounce House inflatable and the Amazon purchase amounts of \$13.98, \$63.95 and \$119.88 for games and prizes for the Halloween Party that totaled \$1,497.80 which came from the NOPEC Grant. Leaving a balance of \$2.20 from the NOPEC Grant.
  - Filing fee for the Nature Works grant was \$28.
- Unexpensed is \$41,446.14.
- Encumbered: There was nothing encumbered.
- YTD Encumbered Balance is \$41,446.14.

**UNFINISHED BUSINESS**

Nothing on Agenda,

**NEW BUSINESS**

**Community Day:**

- Lynn stated that people have asked about whether we will do Community Day again. If we plan to do it, the event needs to be put on the Community Center calendar because the event does use the parking lot of the Community Center.
- Sandy asked the Commission members to think about what they want the Recreation Commission to be going forward in 2020 and bring those ideas to the January meeting.
- Sandy reported that there is a possible reserve ‘penciled in’ for August. She has asked the Community Center clerk to provide in January a ‘skeleton’ of what is on the calendar so it can also be posted on the Facebook Page.

**PUBLIC PORTION**

**Opened at 7:59 PM**

Jeff Fruscella, 31201 Eddy Rd.

Jeff confirmed his offer of his Mini Golf Game for the Winter Fest and the Recreation Commission. He offered a couple gift cards and help as needed.

**Public Portion closed at 8:00 PM.**

**Congratulations to Joe Jarmuskewicz, Councilman elect. We have enjoyed working with you on Recreation Commission over the years and look forward to your help at Recreation events.**

**Congratulations to Chris Hallum on his re-election as Councilman. Thank you for being the Recreation Commission Representative from Council.**

**ADJOURNMENT:**

**Meeting adjourned at 8:02 PM by Sandy Grubiss with voice vote consensus.**

Katherine Lloyd  
Katherine Lloyd, Clerk *pro tem*

Sandra Grubiss  
Chairman

Date approved: 11/8/20 (56)

Note: Meetings of the Recreation Commission are recorded and recordings are public record.